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Secretary examination to be May 5 and 6 at University of Montana

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IMMEDIATELY

SECRETARY EXAMINATION TO BE MAY 5 AND 6
AT UNIVERSITY OF MONTANA

hensel/jg
4/7/78
local

MISSOULA--

The University of Montana will serve as an examination center for the 1978 annual Certified Professional Secretary Examination Friday and Saturday, May 5 and 6.

The University will be one of more than 200 centers for the six-part examination, which approximately 5,000 secretaries will take throughout the United States, Canada, Puerto Rico and Jamaica.

Bill Patton, associate professor in the University's Division of Business Education, has been accepted to be monitor for the examination.

To date, more than 11,000 have earned the right to use the CPA designation by passing the six parts of the examination: Environmental Relationships in Business, Business and Public Policy, Economics and Management, Financial Analysis and the Mathematics of Business, Communications and Decision Making and Office Procedures.

Secretaries interested in taking next year's examination may apply to the Institute for Certifying Secretaries, 2440 Pershing Road, Suite G-10, Kansas City, Mo. 64108.

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